

Position Description

675 Reduced Half Time Member

Makoshika State Park



Term of service: April 13, 2015 – August 14, 2015

Service schedule: Member will serve a minimum of 690 hours over an 18 week term, averaging 42 hours per week with 40 hours of holiday, vacation or sick time

Position Summary:

Makoshika State Park is Montana's largest state park and provides resource management and protection for 11,531 acres of badlands topography in the Great Plains ecosystem of eastern Montana. Makoshika's historical, cultural, biological, geological and paleontological resources provide a stunning backdrop for visitors interested in exercise and learning experiences within a badlands ecosystem. Makoshika State Park provides interpretation for the park's resources through its interpretive archives and through active use of those archives to provide educational and interpretive learning opportunities to our visitors, from programming and special events to distribution of educational information in multimedia form.

The AmeriCorps member will facilitate the improvement of interpretive management practices at the park. The member will collect, inventory, catalogue and prepare oral, written, photographic and physical interpretive resources for use, as well as facilitate better records management practices and use of the park's interpretive resources. The member will coordinate new and improved uses for the park's interpretive resources, including interpretive signage and displays, print and electronic dissemination, as well as visitor-based interpretive programming for the park's guests, including interpretive talks, hikes, educational trunks, and other educational and interpretive program offerings. The member will also engage the community to assist in the collection and management of the park's interpretive history through recruitment of volunteer-based participation in the park's interpretive efforts.

Specific Position Responsibilities:

- Collect, inventory, catalogue and prepare oral, written, photographic and physical interpretive resources for use.
- Facilitate better records management practices and uses of the park's interpretive resources.
- Coordinate new and improved uses for the park's interpretive resources, including print and electronic dissemination, as well as visitor-based interpretive and educational programming, including interpretive talks, hikes, educational trunks and special program offerings.
- Engage the community in assisting in the collection and management of the park's interpretive history through public engagement and recruitment of volunteer-based



participation in the park's interpretive efforts.

- Develop and implement improved interpretive communication in the park through signage, displays, and other physical interpretive offerings.
- Conduct visitor surveys, observations and inspections to help the park better understand its strengths, weaknesses and courses for improvement in the park's interpretive offerings.
- Further integrate the park's message and resource in the community through coordinating the park's involvement in community-based events and activities to broaden the park's message beyond the park.
- Conduct interpretive and educational talks, hikes, special programming and events, and community outreach activities to increase awareness and participation in park interpretive offerings.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

Benefits:

- Living allowance of \$4,050 over 18 week term of service
- An AmeriCorps Education Award of \$2,150 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

****Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.**

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.

Applicant Certification

I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position

Member Name _____

Member Signature _____

Date _____